



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF THE  
CHIEF FINANCIAL OFFICER

OCT 18 2007

**MEMORANDUM**

SUBJECT: OCFO's Technical Guidance on FY 2009 National Program Managers Guidance and Annual Commitment Process

FROM: *Kathy Sedlak O'Brien*  
Kathy Sedlak O'Brien  
Director, Office of Planning, Analysis, and Accountability

TO: Planning Contacts  
Lead Region Coordinators  
Senior Budget Officers

This memorandum transmits OCFO's technical guidance to assist you in developing FY 2009 National Program Manager (NPM) guidance documents. The technical guidance provides specific instructions and tools for your use, and complements the policy memo issued by Lyons Gray to Agency senior management on October 12, 2007.

OCFO's technical guidance reflects early and collaborative work among the NPMs, the regions and OCFO to learn from and strengthen last year's process. I appreciate your active engagement, good ideas, and commitment to making the FY 2009 NPM guidance development process more effective and meaningful. Based on your suggestions and as a result of our work together, we have made several improvements to our approach for FY 2009:

- Earlier issuance of OCFO's guidance (6 weeks sooner than last year) in order to take advantage of ongoing program management activities;
- Additional tools and templates to increase the transparency of the process and facilitate more effective engagement of the regions, states, and tribes with the NPMs;
- Stronger OCFO governance role for improving the quality and consistency of measures;
- Creation of and increased reliance on EPA's Performance Management Work Group for advice on a broad range of Agency issues for improving measures and using them to manage;
- Incorporation of the Agency's annual measures review and streamlining effort as a routine part of NPM guidance development;
- More formal Agency mid-year reporting and analysis of performance results to inform management decisions; and,

- Better alignment of reporting schedules for EPA's Annual Commitment System, Quarterly Management Report (QMR), and annual Performance and Accountability Report (PAR).

Thank you for your personal involvement in and commitment to this effort. I appreciate your hard work and look forward to continuing our work together. If you have any questions, please contact me at (202) 564-1167, or Alison Pierce at (202) 564-2437.

#### Attachments

cc: Lyons Gray  
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